



COUNTY OF YUBA



Invites Your Application For:

Assistant Auditor-Controller

Filing Deadline: Friday, April 30, 2010

THE COUNTY OF YUBA

THE COMMUNITY

Yuba County is situated in the Northern Sacramento Valley, approximately 40 miles north of the State Capitol in Sacramento. Its boundaries stretch from the farms and orchards of the valley to the timberlands of the Sierras. The County is home to a growing population of 66,000 people who live in the incorporated cities of Marysville (the county seat) and Wheatland, and the communities of Linda, Olivehurst, Plumas Lake, Loma Rica, Smartsville, Brownsville, Dobbins, Challenge, Browns Valley, Oregon House, Rackerby, Strawberry Valley, Beale Air Force Base, and Camptonville.

The County offers its residents the many advantages of a rural lifestyle away from the pressures of urban areas. While the area remains largely agricultural, there is also growth occurring throughout the County. New residents are drawn to the quality of life of the area, which includes a widely diverse cultural community and the convenient proximity of San Francisco and Lake Tahoe (just two hours away). Yuba County is known as the gateway to the historic Mother Lode Country.

Yuba County has excellent schools and Yuba Community College offers opportunities for higher education and personal enrichment. The California State Universities at Chico and Sacramento and the University of California at Davis are less than an hour away.

Born in the gold rush era around 1850, Marysville abounds with historical significance and is one of the original 27 counties established by the California State Legislature. Beale Air Force Base, home to the Global Hawk and U-2, lies just east of Marysville.

COUNTY GOVERNMENT

The County of Yuba operates under a Commission-Manager form of government. The five member Board of Supervisors is elected to staggered four-year terms. Each Supervisor represents an election district. It is the responsibility of the Board of Supervisors to set policy.

The Board of Supervisors is also responsible for the appointments of the Agricultural Commission/Sealer of Weights and Measures, Clerk of the Board of Supervisors, County Administrator, County Counsel, and Library Director.

In addition to the Board of Supervisors, the following officials are directly elected: Assessor, Auditor-Controller, County Clerk/Recorder, District Attorney, Sheriff/Coroner, and Treasurer-Tax Collector.

The County Administrator serves as chief administrative officer of the County organization and is responsible to manage the organization and carry out the policies set by the Board of Supervisors.

The County Administrator is responsible for the appointments of the Director of Administrative Services, Director of Community Development Services Agency, Director of Child Support Services, Director of Health and Human Services, Public Guardian, and Personnel Director/Risk Manager.

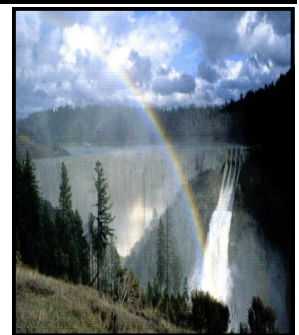
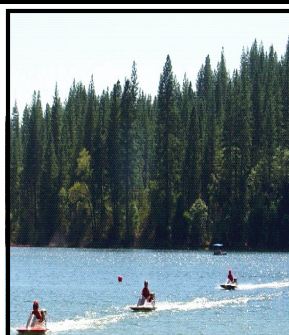
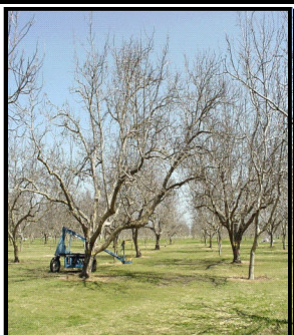
The County of Yuba has 960 employees and a total FY 09-10 budget of \$160.8 million.

Statement of Commitment—We are dedicated to providing responsive, innovative and sustainable services that enhance the quality of life and uphold the public trust and interest.

Visit our website at www.co.yuba.ca.us

All Yuba County Employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

VISTAS FROM THE COUNTY



THE AUDITOR CONTROLLER'S OFFICE

The Auditor-Controller's Office is responsible for maintaining the accounts of County government, the County's school district and most of the dependent and independent special districts within Yuba County. The Auditor-Controller also administers the County's major financial, budgetary, payroll, fixed-asset, and tax apportionment systems and conducts internal audits. The Assistant Auditor-Controller reports directly to the Auditor-Controller and is responsible for a staff of seven full-time employees and assisting with a department annual budget of approximately \$900,000 and a County-wide annual budget of \$160.8 million.

Major program responsibilities:

- Tabulate assessed valuations of real and personal property within the County; compile tax rates; compute Gann Limits and prepare and apportion tax rolls.
- Control accounts, pre-audit and allow (or reject) claims and issue all checks.
- Authorize all deposits into the County treasury.
- Approve, install, and modify accounting systems; audit County departments.
- Provide financial advice to County department managers, the County Administrator, and the Board of Supervisors.
- Estimate revenue relating to County budgets.
- Perform perpetual audits of the Treasurer's investment portfolio.
- Work with department management to improve financial accountability, fiscal control, and safeguarding of County assets.

Principal issues and priorities that will need to be addressed by the successful candidate include providing high quality auditing services; handling complex accounting issues and providing effective office leadership.

IDEAL CANDIDATE

It is anticipated that the selected incumbent will be a highly competent professional with an in-depth understanding of the financial issues confronting California local agencies.

- Highest ethical standards—a person of exceptional character who routinely earns the confidence and trust of others.
- Competent manager of both issues and staff—capable of sustaining a respectful and productive work environment that inspires teamwork and positive results, values staff contributions and development, and retains and attracts top talent.
- Self-starter; proactive.
- Flexible, pragmatic, candid and able to develop a professional prominence that promotes the importance of fiduciary accountability and accuracy within the County.
- Innovative and responsive.
- Creative problem solver.

THE POSITION

The Assistant Auditor-Controller is responsible for all personnel issues and administration of the daily operations of the Auditor-Controller's Office; assists in the development, training and evaluation of overall County accounting and auditing policies and procedures; manages, coordinates and directs the work of professional and technical support staff responsible for general accounting, payroll, accounts payable, and related accounting functions for all County departments; acts in the absence of the Auditor-Controller and performs other highly responsible and professional financial and accounting administrative work in connection therewith. The successful candidate will:

- Assure the accuracy and quality of the county budget expenditures, tax accounting, general accounting and reporting documents, and division's work products.
- Develop, authorize and monitor county budget utilization; review and approve special and recurring reports, budgets, grants and contracts; authorize changes to existing policy.
- Assist in the preparation and administration of the County budget; direct the auditing function of the department in the performance of audits of County departments and districts.
- Direct the payroll function; ensure that employees are appropriately paid and that reports are prepared and submitted to appropriate state and federal agencies and other organizations.
- Supervise the accounts payable function; direct the payment of invoices and ensure that appropriate controls are in place to provide for the proper payment of such requests.
- Assist with the projection of cash flows and the forecasting and monitoring of fund expenditures and balances.
- Research, audit and analyze technical transactions and financial models to resolve questions and validate data; assure fiscal accountability and fund integrity for all transactions, allocations, distributions, and required documentation.

EXPERIENCE AND EDUCATION REQUIREMENTS

Minimum: Bachelor's degree from an accredited college or university in Accounting, Business Administration, Economics, Finance, Public Administration or a field related to the work and five years of professional experience in a senior fiscal management position in a county, city, or other public agency, a private firm, or a nonprofit organization dealing with similar fiscal responsibilities, of which three years must be continuous and fall within the last five years prior to date of application.

Preferred: In addition to the minimum, a Master's degree from an accredited college or university in a related field, and a valid certificate issued by the California Board of Accountancy under Chapter I (commencing with Section 5000) of Division 3 of the Business and Professions code showing the individual to be and a permit authorizing the individual to practice as a certified public accountant or as a public accountant, or a certification issued by the Institute of Internal Auditors showing the individual to be a designated professional internal auditor, and additional years of experience as defined above in a public agency setting.

COMPENSATION AND BENEFITS

Salary —The starting salary for the position is **\$83,316- \$91,908** annually. Actual salary will be dependent on the qualifications of the successful candidate.

The County has a 30 year Longevity/Merit Index Salary plan for all regular employees. This compensation system provides for an approximate 5% merit increase for the first 5 years. After the completion of 5 years of service, one will receive an additional 1.5% increase annually up to the completion of 30 years. If offered the position at an Advanced Index Rate, annual Index Rate increases will continue until their Index Rate equals step 5. Once at step 5, an employee will not receive any Index Rate increases until the employee has completed six years of County service.

Benefits—The County offers an attractive benefit program which includes the following:

- **Retirement**—2% @ 55 PERS with a 7% Employee Paid Contribution.
- **Social Security**—Do Not Participate.
- **Management Leave**—56 Hours per Fiscal Year
- **Vacation Leave**—12 Days Annually for New Employees
- **Sick Leave**—12 Days Annually
- **Holidays**—11 Designated Annually
- **Floating Holidays**—Up to 2 Days Annually
- **Medical Coverage**—County Pays 100% Employee Coverage or 80% Employee and Dependent Coverage.
- **Health** —Choice of 3 CalPERS PPOs and 3 CalPERS HMOs Plans
- **Dental** —Choice of 2 Delta Dental Plans
- **Vision** —Available Through Medical Eye Services
- **Life Insurance**—\$50,000 provided by the County—additional coverage may be purchased by employee.
- **Deferred Comp (457) Plan**—Voluntary Participation is Available Through CalPERS or Nationwide.
- **Short/Long-Term Disability Programs**—75% of monthly salary to a maximum of \$959 per week.
- **Employee Assistance Program**—Available for Employees and Their Family Members

APPLICATION AND SELECTION PROCEDURE

Submit an official Yuba County employment application, copies of valid certificates and college transcripts, diploma or grade reports to the Personnel Department. Official County applications and materials are available online at www.co.yuba.ca.us or at the Personnel/Risk Management Department prior to the final filing deadline.

Applications must be completed legibly, all questions must be answered, and the required documentation must be provided. All applicants will be given written notice regarding the status of their application. Please refer to the Employment Application Instructions, which accompanies the County application, for additional details. Failure to provide the required documentation may result in rejection of your application.

MINIMUM QUALIFICATIONS—All applicants must clearly demonstrate they meet the education and experience requirements set forth above by the final filing deadline to be considered in the selection process.

EDUCATION AND EXPERIENCE—Education and experience as detailed on the employment application will be thoroughly reviewed. Please include all experience, education, and training pertinent to the knowledge, skills and abilities required for the position. This is an essential part of the process and will be used to determine further eligibility to participate in the next phase of the selection procedures.

QUALIFICATIONS APPRAISAL PANEL—Applicants will be invited to participate in a qualifications appraisal panel. The process consists of three to five panel members including subject matter experts who will ask individuals questions related to the essential functions and/or attributes required for the position.

APPOINTING AUTHORITY INTERVIEWS— All qualified candidates will be invited to participate in an interview with the Appointing Authority.

Submit Applications To:

Yuba County Personnel / Risk Management
915 Eighth Street, Suite 113 Marysville, CA 95901
Phone: (530) 749-7860 Fax: (530) 749-7864

www.co.yuba.ca.us

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